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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training  
 THRU : Chief, Operations School, OTR  
 FROM : Chief, Training Assistance Staff, Operations School

DATE: 17 January 1962

SUBJECT: Weekly Activity Report #2  
 11 - 17 January 1962

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:1. HOLABIRD LIAISON:

25X1A6a On 9 January C/OS requested that I transmit an invitation  
 25X1A from [redacted] to [redacted] to attend the 25X1A9a  
 25X1A9a OC-12 graduation exercises at [redacted] on 18-19 January. I checked  
 25X1A with [redacted] whether any further security clearance would  
 25X1A be needed for [redacted], who had attended a portion of  
 the previous OC (including the final party at which he was  
 such a success the [redacted] staff decided to ask him again). Bob  
 said there were no problems, so I called [redacted] who  
 25X1A accepted with enthusiasm. He plans [redacted] Thursday  
 afternoon and return Friday.

25X1A9a [redacted] came in on 10 January to ask whether  
 we could obtain copies of the seminar guides used in the OC  
 course in connection with the [redacted] film. We  
 have requested [redacted] to provide us with copies of these for  
 [redacted]. Doug and I also discussed final arrangements for  
 the two groups of Holabird officers who are coming to the new  
 building (WAR #49, 13 December) on 25 January and 1 February.  
 The first group will consist of 34 trainees and the second  
 of 39. All the arrangements have been coordinated with  
 [redacted] who plans to talk with Doug on 23 January to  
 confirm [redacted]

2. FLOW OF CS MATERIAL TO OTR:

25X1A9a On 15 January [redacted] and I met with C/OS, [redacted]  
 25X1A9a [redacted] to discuss ways to improve the flow  
 of Clandestine Services written materials to various interested

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OTR personnel. As a first step I have undertaken to report to C/OS by 12 February on just what CS materials are desired by individuals in OTR, as well as what official and unofficial channels currently exist for their procurement. Based on this information, we will attempt to systematize and regularize the flow of materials. We hope to maintain a high degree of flexibility and tamper as little as possible with currently functioning channels and relationships. On the other hand, it may be advisable somewhere along the way to assure the Clandestine Services that certain types of material will be closely controlled by the Operations School. In some cases specific stipulations may be spelled out by the Clandestine Services originator.

3. TRAINING MATERIALS FOR CA STAFF (See page 1, WAR #1, 10 January):

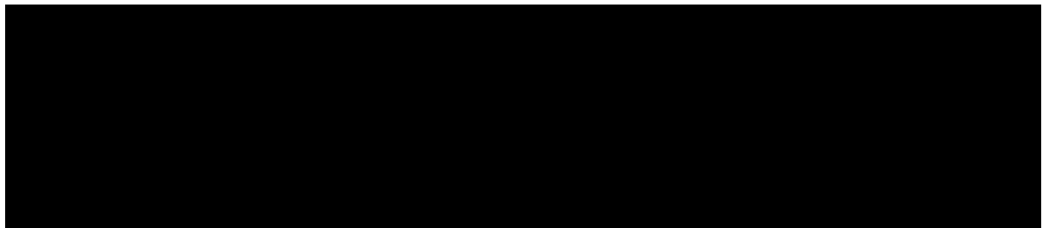
25X1A9a

On 12 January [REDACTED], both on the CA Staff, visited us to discuss their needs for written material on Clandestine Psychological Warfare. The material will be used as background for proposed Covert Action training. We explained to Ben that much of the material we have on file is dated and will be of limited value. We showed him some of the documents and pointed out certain sections which are now considered obsolete. Nevertheless, Ben asked if he could take a number of the documents on loan. We let him borrow those papers of which we have multiple copies, but did not release any of our single file copies.

4. NE APPROVAL FOR NEW TRAINING EXERCISE:

25X1A2g	On 11 January we forwarded to NE Division a copy of	25X1A6a
25X1A2g	[REDACTED], a training exercise developed at [REDACTED]	25X1A6a
25X1A	Station from the operational files of [REDACTED], a [REDACTED]	25X1A2g
	Base operation. [REDACTED] had sterilized the [REDACTED] cables and	
25X1A6a	dispatches and relocated the operation within the context of	
	the [REDACTED] Station. We are now awaiting NE Division approval	
	of the training exercise which will be used in the Operations	
25X1A9a	Familiarization Course. On 17 January we were advised by	25X1A8a
	Mr. [REDACTED], [REDACTED] desk officer, that approval would be	
	forthcoming shortly.	

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In preparation for the move Hellen and Joyce screened all the reserve stock of training materials stored in the [REDACTED] vault. [REDACTED] were as usual extremely helpful in shifting cartons around and packing new cartons for storage at the Records Center. Obsolete materials were destroyed and our stock of items in current use reorganized and consolidated. During this process we reduced the size of this collection from about 80 cartons to some 45.

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25X1A9a

